**U.S. Fish and Wildlife Service**
**Fairbanks Field Office**

Yukon River Salmon Research and Management Assistance

Catalog of Federal Domestic Assistance (CFDA) Number: 15.671

**Funding Opportunity Announcement Number: F14AS00257**

**Notice of Funding Availability and Application Instructions**

## I. Description of Funding Opportunity

The U.S. Fish and Wildlife Service (Service) receives funds for implementation of the Yukon River Salmon Agreement of 2000 (Agreement) with Canada. The Agreement authorizes funds for implementation of the Agreement including funds for cooperative research and management projects on the Alaska portion of the Yukon River. The Service administers these funds through financial assistance on a competitive basis for projects, studies, and events that advance the scientific and public community's understanding of the biology and management of salmon, with focus on Yukon River Chinook and chum salmon stocks in Alaska. The following is a request for **Conceptual Project Proposals of one year in length** addressing the needs of the priority general Categories and Factors and specific near-term needs listed below. Applicants with proposals that are advanced to the next stage will be required to submit a Detailed Proposal in December for further evaluation.

Funding will support work beginning May, 2015 with project activities completed and final reports due September 2016. Applicants are strongly encouraged to develop projects that incorporate local capacity with members of Yukon River communities in which they may be working. Coordinating projects with state and federal regulatory agencies is also recommended, but not mandatory.

- The U.S. Delegation of the Yukon River Panel (Panel) has laid out the following general **Categories** and corresponding **Factors** for the Fiscal Year 2015 Research and Management Fund. The four categories will be used as evaluation criteria for each proposal and are listed in descending order of importance from highest (Priority 1) to lowest (Priority 4). The factors within each category are not prioritized.

***Category: Assess and achieve fishery management objectives (Priority 1).***

a) Develop and/or improve in-season run size and stock specific estimates at the mouth of the Yukon River.
b) Develop or incorporate new methodologies and/or approaches to improve management and research capability.
c) Develop and expand the genetic baseline for Alaskan Yukon River Basin salmon stocks.
d) Identify stock composition of salmon runs through genetic stock identification.
e) Monitor salmon escapements by Alaskan Genetic Groupings.

***Category: Build and maintain public support of, and meaningful participation in, salmon resource management (Priority 2).***

a) Build and maintain community capacity.
b) Develop mutual understandings between agencies and the public, best demonstrated by a third party.
c) Encourage conservation principles of the salmon resources.

d) Encourage stewardship of the resource.
e) Promote public values of the salmon resource.

***Category: Improve understanding of salmon biology and ecology (Priority 3).***

a) Assessment of the quality of escapements (e.g., age/size/sex; health).
b) Develop population estimates for Alaskan Yukon River Basin salmon stocks.
c) Investigate relationships between salmon and their physical environment.
d) Investigate relationships between salmon and other organisms.

***Category: Assess, conserve and restore salmon habitats (Priority 4).***

a) Habitat monitoring.
b) Identify and characterize salmon spawning and rearing habitats.
c) Identify and evaluate potential impacts to habitat.
d) Identify and monitor key salmon spawning streams/areas (index streams).
e) Identify and implement restoration opportunities.

- The Panel has also identified two **near term priority needs**. Proposals that fall within the scope of the following priorities will receive additional points during the review process and may receive funding up to three years (upon annual review). After three years, the priority focus may change depending on management needs at that time. Each proposal should incorporate elements of the Factors listed above.
  1) Chena River watershed Chinook salmon productivity.
     - *Description of Focused Priority:* The Chena River flows through interior Alaska's largest community and historically produced one of the largest Chinook salmon runs in the Alaska portion of the Yukon River Basin. Annual returns of Chinook salmon have been below the Biological Escapement Goal since 2010 and have been near the lower end of the range (2,800-5,700) for the majority of the past decade. The Panel seeks proposals that document, investigate, and or mitigate factors that may be influencing the production rates of Chena River Chinook salmon. Example project areas include: juvenile survival, habitat connectivity/restoration, sources of pollution (e.g. chemical, sediment, thermal), and spawning success (e.g. effects of human disturbance, fish health).

  2) Yukon River salmon management awareness and participation.
     - *Description of Focused Priority:* There are over 42 communities within the Alaska portion of the Yukon River Basin. These communities have diverse needs; however they all significantly rely on salmon for a food resource. An informed and involved public is critical to effectively manage and conserve Yukon salmon stocks. The Panel seeks to build on past successes through supporting projects that increase awareness and participation in management and conservation of Yukon River salmon stocks. The Panel invites proposals that work towards public education and multi-stakeholder planning efforts necessary to develop and sustain locally-supported approaches for management.

## II. Award Information

Up to $400,000 may be awarded in the federal fiscal year 2015. Currently, the source of general funding is federally appropriated funds directed to the Service. The funds shall be used for salmon related projects, with focus on Chinook and chum salmon research and management located in the Alaska portion of the Yukon River drainage as recommended by the Yukon River Panel after review for scientific and technical merit. Due to the limited funds available, modest funding requests (< $60,000) are encouraged, however, higher amounts may be requested with appropriate justification. The period of performance for projects funded under this program is one year, starting on the date the award is signed by the Service. In general, past and present recipients of awards under this program are eligible and all applicants must submit new proposals to compete for funding each year. Applicants who had projects funded with these funds in 2014, and who have applications that successfully compete for funding through this notification, will not receive their 2015 funds until the Technical Review Committee reviews and accepts their final report for the work funded in 2014. This program uses grant agreements as the primary assistance instrument.

## III. Basic Eligibility Requirements

**Eligible Applicants:**

Applications are encouraged from nonprofit organizations, public and private educational organizations, federal, state, local, and tribal governments and organizations, and individuals. Individuals and organizations submitting investigation plans should have the necessary technical and administrative abilities and resources to ensure successful completion of studies.

Federal law mandates that all entities applying for and receiving Federal financial assistance must have a valid Dun & Bradstreet Data Universal Number System (DUNS) number and have a current registration in the System for Award Management (SAM). See Title 2 of the Code of Federal Regulations (CFR), Part 25 (2 CFR 25) for more information. Exemptions: The SAM registration requirement does not apply to individuals submitting an application on their own behalf and not on behalf of a company or other for-profit entity, state, local or Tribal government, academia or other type of organization.

### A. DUNS Registration

Request a DUNS number online at http://fedgov.dnb.com/webform. U.S.-based entities may also request a DUNS number by telephone by calling the Dun & Bradstreet Government Customer Response Center, Monday – Friday, 7 AM to 8 PM CST at the following numbers:

U.S. and U.S Virgin Islands: 1-866-705-5711
Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)
For Hearing Impaired Customers Only call: 1-877-807-1679 (TTY Line)

Once assigned a DUNS number, entities are responsible for maintaining up-to-date information with Dun & Bradstreet.

### B. Entity Registration in SAM

Register in SAM online at http://www.sam.gov/. Once registered in SAM, entities must renew and revalidate their SAM registration at least every 12 months from the date previously registered. Entities are strongly urged to revalidate their registration as often as needed to ensure that their information is up to date and in synch with changes that may have been made to DUNS and IRS information. Foreign entities who wish to be paid directly to a United States bank account must enter and maintain valid and current banking information in SAM.

### C. Excluded Entities

Applicant entities identified in the SAM.gov Exclusions database as ineligible, prohibited/restricted or excluded from receiving Federal contracts, certain subcontracts, and certain Federal assistance and benefits will not be considered for Federal funding, as applicable to the funding being requested under this Federal program.

**D. Cost Sharing or Matching:** Cost sharing or matching is not required for this funding opportunity; however, it is strongly encouraged.

## IV. Application Requirements

Applicants may request an application package from Aaron Martin, Subsistence Fisheries Branch, Fairbanks Fish and Wildlife Field Office, Fairbanks, Alaska, 99701, phone: 907-456-0418, fax 907-455-1853, email: aaron_e_martin@fws.gov. The application package may also be accessed on the web at http://alaska.fws.gov/fisheries/fieldoffice/fairbanks/subsistence/r_m_fund.htm, or at www.Grants.gov.

**Conceptual Proposal Application Requirements**

- ☐ Project Summary and Narrative text and attachments described in the *Guidelines for Preparing Conceptual Proposals* – Appendix A.

**Detailed Proposal Application Requirements**

- ☐ Please Appendix B, *2015 Draft Guidelines for Preparing Detailed Proposals*, for a description of what will be required from applicants that are forwarded to the Detailed Proposal stage.

Failure to provide complete information may cause delays, postponement, or rejection of the application.

## V. Submission Instructions

**SUBMISSION DEADLINE**: Conceptual Proposals are to be received before October 3rd, 2014, 4:30 pm Alaska Standard Time.

Guidelines for Preparing Conceptual Proposals for the Yukon River Salmon Research Management Projects:

For consideration in the Yukon River Salmon Research and Management (R&M) review process, applicants must prepare and submit a Conceptual Proposal as laid out in this document and the application instructions document. The principle investigator has the lead for the project and the proposal must include all pertinent information from the parties involved in the project. The Technical Review Committee will review and evaluate the Conceptual Proposal and develop a prioritized list of proposals that will be recommended for further review to the U.S. Delegation of the Yukon River Panel (Panel). The Panel will review the prioritized list and select proposals to be moved to the Detailed Proposal submission phase. A similar process will be followed with the Detailed Proposals and the Panel will make the final decision on projects in the spring of 2015.

**Submission and Review Schedule for 2015 R&M Proposals (Conceptual and Final/Detailed):**

**Conceptual Proposals:**
(See Appendix A: Yukon River Salmon Research and Management Fund, 2015 Conceptual Proposal Template)

| STEP | DATE | DESCRIPTION |
|---|---|---|
| Step 1 | June 30, 2014 | Post Notice of Funding Opportunity: Distribute RFP and advertise the call |
| Step 2 | October 3, 2014 | Deadline for 2015 Conceptual Proposals |
| Step 3 | December 11, 2014 | December 11, 2014 Panel recommendations on 2015 Conceptual Proposals. |
| Step 4 | December 15, 2014 | E-mail response to each CP applicant indicating either:<br>• "Approved" - the applicant is encouraged to submit a detailed project proposal based on the IP as submitted;<br>• "Modified" – the applicant is encouraged to submit a detailed project proposal to incorporate the revisions requested by the Panel;<br>• "Other" – as determined by U. S. Panel Delegation comment; or, |

| | | |
|---|---|---|
| | | • "Not Approved" – being of relatively low priority or not meeting the funding criteria. |

**Final/Detailed Proposals:**

| STEP | DATE | DESCRIPTION |
|---|---|---|
| Step 5 | January 30, 2015 | Deadline for receipt of Detailed Proposals. |
| Step 6 | March 26, 2015 | U.S. Panel Delegation makes its decisions on the Detailed Proposals. |
| Step 7 | April 03, 2015 | E-mail response to each DP applicant indicating Yukon River Panel decision. |

**Intergovernmental Review:** Before submitting an application, **U.S. state and local government** applicants should visit the following website (http://www.whitehouse.gov/omb/grants_spoc/) to determine whether their application is subject to the state intergovernmental review process under Executive Order (E.O.) 12372 "Intergovernmental review of Federal Programs." E.O. 12372 was issued to foster the intergovernmental partnership and strengthen federalism by relying on state and local processes for the coordination and review of proposed Federal financial assistance and direct Federal development. The E.O. allows each state to designate an entity to perform this function. The official list of designated entities is posted on the website. Contact your state's designated entity for more information on the process the state requires to be followed when applying for assistance. States that do not have a designated entity listed on the website have chosen not to participate in the review process.

Download the Application Package linked to this Funding Opportunity on Grants.gov to begin the application process. Downloading and saving the Application Package to your computer makes the required government-wide standard forms fillable and printable. Completed applications may be submitted by mail, by email, electronically through Grants.gov, or as otherwise described in the Grants.gov funding opportunity. Please select **ONE** of the submission options:

The **Conceptual Proposal** may be mailed or electronically emailed to: Aaron Martin, U.S. Fish and Wildlife Service, 101 12th Avenue, Room 110, Fairbanks, Alaska 99701, phone: 907-456-0418, fax: 907-455-1853, email: aaron_e_martin@fws.gov. Proposals may be submitted electronically through Grants.gov as described in the Grants.gov funding opportunity #F14AS00257.

**OPTION 1: To submit a proposal by e-mail (Preferred Method):**

Format all of your documents to print on Letter size (8 ½" x 11") paper. Format all pages to display and print page numbers. Scanned documents should be scanned in Letter format, as black and white images only. Where possible, save scanned documents in .pdf format. E-mail your proposal to the USFWS program point of contact identified below and in the Grants.gov funding opportunity.

The required SF 424 Application for Federal Assistance and Assurances forms and any other required standard forms MUST be signed by your organization's authorized official. The Signature and Date fields on the standard forms downloaded from Grants.gov are pre-populated with the text "Completed by Grants.gov upon submission" or "Completed on submission to Grants.gov". Remove this text (manually or digitally) before signing the forms.

**OPTION 2: To submit a proposal by mail:**

Number all pages of your printed proposal. Mail one, single-sided, unbound copy (do not staple or otherwise permanently bind pages) of your complete proposal to the USFWS program point of contact identified in the Grants.gov funding opportunity.

The required SF 424 Application for Federal Assistance and Assurances forms and any other required standard forms MUST be signed by your organization's authorized official. The Signature and Date fields on the standard forms downloaded from Grants.gov are pre-populated with the text "Completed by Grants.gov upon submission" or "Completed on submission to Grants.gov". **Remove this text (manually or digitally) before signing the forms**.

**OPTION 3: To submit a proposal in Grants.gov:**
Go to the Grants.gov Apply for Grants page (http://www07.grants.gov/applicants/apply_for_grants.jsp) for an overview of the process to apply through Grants.gov. You/your organization must complete the Grants.gov registration process before submitting an application through Grants.gov. Registration can take between three to five business days, or as long as two weeks if all steps are not completed in a timely manner.

**Important note on Grants.gov application attachment file names:** Please do not assign application attachments file names longer than 20 characters, including spaces. Assigning file names longer than 20 characters will create issues in the automatic interface between Grants.gov and the Service's financial assistance management system.

## VI. APPLICATION REVIEW

**Criteria:**
The conceptual project proposals will be evaluated by an interagency review committee. Conceptual Proposals will be ranked with respect to eight criteria:

- Project relevance and description,
- Clarity and significance of objectives,
- Contribution to the identified Priority Categories and Factors,
- Adequately addresses one or both of the Near Term Priorities,
- Yukon River salmon species focus
  - Priority 1 = Canadian-origin Chinook/fall chum and U.S. Chinook
  - Priority 2 = U.S. fall chum and summer chum
  - Priority 3 = Coho,
- Project feasibility,
- Partnership and capacity building and,
- Cost effectiveness.

Scores will be summed across criteria and ranked by the summed value.

**Review and Selection Process:**
The ranking will be provided as recommendations to the U.S. Delegation of the Yukon River Panel (Panel) for their final approval. Authors of selected Conceptual Proposals will be notified (December 2014) by the Service to submit Detailed Proposals for final review and selection. The Panel reserves the right to ask questions for clarification and conduct negotiations with promising proposal authors prior to final selection of the conceptual or detailed proposal. The Panel also reserves the right to eliminate from consideration any proposals whose author does not adhere to proposal deadlines or provide clarification in a timely manner, if and when clarification is sought.

## VII. Award Administration

**Award Notices:** Following review, applicants may be requested to revise the project scope and/or budget before a final award can be made. Successful applicants will receive written notice in the form of a Notice of Award document. Notice of Award documents are typically sent to recipients by e-mail. If e-mail notification is unsuccessful, the documents will be sent by courier mail (FedEx, DHL, Airborne

Express). Award recipients are not required to sign/return the Notice of Award document. Acceptance of an award is defined as starting work, drawing down funds, or receiving the award via electronic means. Awards are based on the application submitted to, and as approved by, the USFWS. Applicants whose projects are not selected for funding will receive written notice, most often by e-mail, within 30 days of the final review decision.

**Domestic Recipient Payments:**
Prior to award, the Service program office will contact you/your organization to either enroll in the U.S. Treasury's Automated Standard Application for Payments (ASAP) system or, if eligible, obtain approval from the Department of the Interior to be waived from using ASAP.

Domestic applicants subject to the SAM registration requirement (see Section III B.) who receive a waiver from receiving funds through ASAP must maintain current banking information in SAM. Domestic applicants exempt from the SAM registration requirement who receive a waiver from receiving funds through ASAP will be required to submit their banking information directly to the Service program. However, ***do NOT submit any banking information to the Service until it is requested from you by the Service program!***

**Foreign Recipient Payments:** Foreign recipients receiving funds to a bank outside of the United States will be paid electronically through U.S. Treasury's International Treasury Services (ITS) system.

Foreign recipients receiving funds electronically to a bank in the United States will be paid by Electronic Funds Transfer (EFT) through the Automated Clearing House network. Foreign recipients who wish to be paid to a bank account in the United States must enter and maintain current banking information in SAM (see Section III).

The Notice of Award document from the Service will include instructions specific to each recipient on how to request payment. If applicable, the instructions will detail any additional information/forms required and where to submit payment requests.

**Transmittal of Sensitive Data:** Recipients are responsible for ensuring any sensitive data being sent to the Service is protected during its transmission/delivery. The Service strongly recommends that recipients use the most secure transmission/delivery method available. The Service recommends the following digital transmission methods: secure digital faxing; encrypted emails; emailing a password protected zipped/compressed file attachment in one email followed by the password in a second email; or emailing a zipped/compressed file attachment. The Service strongly encourages recipients sending sensitive data in paper copy to use a courier mail service. Recipients may also contact their Service Project Officer and provide any sensitive data over the telephone.

**Award Terms and Conditions:** Acceptance of a financial assistance award (i.e., grant or cooperative agreement) from the Service carries with it the responsibility to be aware of and comply with the terms and conditions applicable to the award. Acceptance is defined as the start of work, drawing down funds, or accepting the award via electronic means. Awards are based on the application submitted to and approved by the Service and are subject to the terms and conditions incorporated into the notice of award either by direct citation or by reference to the following: Federal regulations; program legislation or regulation; and special award terms and conditions. The Federal regulations applicable to Service awards are available on the Internet at http://www.fws.gov/grants/. If you do not have access to the Internet and require a full text copy of the award terms and conditions, contact the Service point of contact identified in the Agency Contacts section below.

**Recipient Reporting Requirements**:

Interim financial reports and performance reports may be required. Interim reports will be required no more frequently than quarterly, and no less frequently than annually. A final financial report and a final performance report will be required and are due within 90 calendar days of the end date of the award. Performance reports must contain: 1) a comparison of actual accomplishments with the goals and objectives of the award as detailed in the approved scope of work; 2) a description of reasons why established goals were not met, if appropriate; and 3) any other pertinent information relevant to the project results.

**Significant Development Reports:**
Events may occur between the scheduled performance reporting dates that have significant impact upon the supported activity. In such cases, recipients are required to notify the Service in writing as soon as the following types of conditions become known:

- Problems, delays, or adverse conditions that will materially impair the ability to meet the objective of the Federal award. This disclosure must include a statement of any corrective action(s) taken or contemplated, and any assistance needed to resolve the situation.
- Favorable developments that enable meeting time schedules and objectives sooner or at less cost than anticipated or producing more or different beneficial results than originally planned.

The Service will specify in the notice of award document the reporting and reporting frequency applicable to the award.

**VIII. Agency Contacts**
Aaron Martin,
Subsistence Fisheries Branch,
Fairbanks Fish and Wildlife Service Field Office,
101 12th Ave., Room 110, Fairbanks, Alaska 99701,
Phone: 907- 455-1870, Fax: 907-456-0418
Email: aaron_e_martin@fws.gov

**APPENDIX A:**

## Yukon River Salmon Research and Management Fund
## 2015 Conceptual Proposal Template

***Proposal Guidelines:***
Limit Conceptual Proposal to no more than three pages (excluding Literature Cited section).
Use Garamond, size 10 font, and single spacing.

Submit proposal by 4:30 pm (AKST) on October 3rd, 2014
to: aaron_e_martin@fws.gov

**Project Title:**

**Project Leader or Principal Investigator**: (Name, Organization, Address, E-Mail):

**Project Partner** (Name, Organization, Address, E-Mail) **and anticipated project contributions**:

**List one Category and its corresponding Factor from the R&M Priority List within the Request for Proposal that best fits the intent of your project.**

***Is this a continuing project or does it require multiple years of funding?*** **Yes / No**
*If so, provide the number of years this project has been funded and/or would need funding.*
*Year ____ of ____.*

**Study Area:** Nearest communities and/or major watershed of project area.

---

**1. Introduction**:

***Project Relevance****:* Describe why there is a need for your project and why it should receive funding from the R&M fund. Summarize previous or on-going efforts (of you/your organization, and other organizations or individuals) that are relevant to the proposed work. Explain the successes or failures of past efforts and how your proposed project builds on them. If you have received funding previously (from the Service or any other donor) for this specific project work or site, provide a summary of the funding, associated activities and products/outcomes.

***Project Justification****:* Describe how the proposed project will address: specific management needs; improving aquatic habitat; gaps in knowledge of biology and ecology; or improving public support/participation in management of Yukon River salmon within the Alaskan portion of the Yukon River Basin.

***Project Description:*** Provide a brief description of what is being proposed.

***Objectives:*** State the long-term, overarching goal(s) of the program/project. State the objectives of the project. Objectives are the specific outcomes to be accomplished in order to reach the stated goal(s). The project objectives must be specific, measurable, and realistic (attainable within the project's proposed project period). Clearly state your specific objectives and outcomes are expected to be delivered by the end of this project.

**2. Technical Merit and Methods:**

***Operation***: Start and end date.

***Project Feasibility*****:** Demonstrate that you have evaluated or established the most appropriate project design to meet your objectives. Provide justification and support for the methodology that you will use. What have you already done to prepare for this project (i.e. pilot studies, conducted project in previous years)?

**Required Licenses and Permits:** Demonstrate that you have considered what permits or licenses you may have to have to conduct this study.

5. **Partnership & Capacity Building:** As applicable, describe how you/your organization has coordinated with and involved other relevant organizations or individuals in planning the project. List key personnel by name and job title. Describe how the project will assist in building skills and knowledge related to fisheries management and research within Yukon River communities.

6. **Estimated Budget:** Provide estimates of line item costs for the following categories.

| | Requested from USFWS | Supplied by Applicant | Supplied by Partner |
|---|---|---|---|
| **Line Item** | **$** | **$** | **$** |
| Wages and Salaries | | | |
| Contract Services | | | |
| Travel | | | |
| Supplies and Material | | | |
| Capital Equipment | | | |
| Indirect Costs* | | | |
| **TOTAL** | | | |

** Please use the following equation to calculate Indirect Cost: Direct Cost / (1 X Indirect Rate %)*
** Projects that are selected to the Detailed Proposal phase and are charging indirect costs to this funding source will be required to submit an official Indirect Rate Cost Agreement form with their Detailed Proposal.*

**6. One paragraph summary or progress report of results if project was funded by the R&M fund in 2014 (**does not count toward page limitation**).**

**APPENDIX B.**

## 2015 Draft Guidelines for Preparing Detailed Proposals For Yukon River Salmon Research and Management Projects

For consideration in the Yukon River Salmon Research and Management (R&M) review process, applicants must prepare and submit a Detailed Proposal as laid out in this document. The principle investigator has the lead for the project and is responsible for submission of information for all co-investigators involved in the project. The Technical Review Committee will review and evaluate the Detailed Proposals and develop a prioritized list of proposals that will be recommended for funding to the U.S. Delegation of the Yukon River Panel (Panel). The Panel will review the prioritized list and select proposals to be awarded funding for the 2015 federal fiscal year.

Proponents that submit Detailed Proposals that are approved for funding by the Yukon River Panel and the U.S. Fish and Wildlife will be required to have an active **CCR account** through SAM.gov (*System for Award Management*) and an **account in ASAP.gov** (*Automated Standard Application for Payments*) for the funding to be awarded.

**Detailed Proposal Application Packages must be sent no later than January 30th, 2015, 4:30 p.m. (AKST)**, to aaron_e_martin@fws.gov, or you can apply through Grants.gov Funding Opportunity # **F13AS00325**. If you need technical assistance or have any questions regarding writing and submitting these documents, please contact Aaron Martin at (907) 456-0418, or email aaron_e_martin@fws.gov.

### DETAILED PROPOSAL SUBMITTAL CHECKLIST

- ☐ Completed Detailed Proposal Template
- ☐ DUNS Registration (see requirement in Section III Basic Eligibility Requirements, A Duns Registration)
- ☐ SAM active registration (see requirement in Section III Basic Eligibility Requirements, B Entity Registration in SAM)
- ☐ **Evidence of non-profit status**: If a non-profit organization, a copy of their Section 501(c)(3) or (4) status determination letter received from the Internal Revenue Service.
- ☐ **SF 424, Application for Federal Assistance**: A complete, signed and dated SF 424, SF 424-Mandatory, or SF 424- Individual form
- ☐ **SF 424 Budget form**: A complete SF 424A or SF 424C Budget Information form
- ☐ **SF 424 Assurances form:** Signed and dated SF 424B or SF 424D Assurances form
- ☐ **A-133 Single Audit Reporting statement**: If a U.S. state, local government, federally-recognized Indian tribal government, or non-profit organization, statements regarding applicability of and compliance with OMB Circular A-133 Single Audit Reporting requirements
- ☐ **Federally-funded equipment list**: If Federally-funded equipment will be used for the project, a list of that equipment
- ☐ **NICRA**: When applicable, a copy of the organization's current Negotiated Indirect Cost Rate Agreement
- ☐ **SF LLL form:** If applicable, completed SF-LLL Disclosure of Lobbying Activities form

Failure to provide complete information may cause delays, postponement, or rejection of the application.

1. A completed, signed, and dated **Application for Federal Assistance (SF-424)**. The SF-424 forms are available online at http://apply07.grants.gov/apply/FormLinks?family=15. Do not include other Federal sources of funding, requested or approved, in the total entered in the "Federal" funding box on the Application for Federal Assistance form. Enter only the amount being requested under this program in the "Federal" funding box. Include any other Federal sources of funding in the total funding entered in the "Other" box.

2. Complete the **Budget Information for Non-Construction Programs (SF 424A)** or **Budget Information for Construction Programs (SF 424C) form**. Use the SF 424A if your project does not include construction and the SF 424C if the project includes construction or land acquisition. The budget forms are available online at http://apply07.grants.gov/apply/FormLinks?family=15. When developing your budget, keep in mind that financial assistance awards and subawards are subject to the cost principles in the following Federal regulations, as applicable to the recipient organization type:

    - 2 CFR Part 220, Cost Principles for Educational Institutions
    - 2 CFR Part 225, Cost Principles for States and Local Governments
    - 2 CFR Part 230, Cost Principles for Non-Profit Organizations
    - 45 CFR Part 74, Appendix E, Principles for Determining Costs Applicable to Research and Development Under Grants and Contracts with Hospitals
    - 48 CFR 1, Subpart 31.2, Contracts with Commercial Organizations

    Links to the full text of these Federal cost principles are available on the Internet at http://www.fws.gov/grants/.

    **Multiple Federal Funding Sources**: If the project budget includes multiple Federal funding sources, you must show the funds being requested from this Federal program *separately* from any other requested/secured Federal sources of funding on the budget form. For example, enter the funds being requested from this Federal program in the first row of the Budget Summary section of the form and then enter funding related to other Federal programs in the subsequent row(s). Be sure to enter each Federal program's CFDA number in the corresponding fields on the form. The CFDA number for this Federal program appears on the first page of this funding opportunity.

3. **Required Indirect Cost Statement**: All applicants except individuals applying for funds separate from a business or non-profit organization he/she may operate **must** include in the budget justification narrative one of the following statements and attach to their application all required documentation as detailed in the following table:

| Circumstance: | Statement to include in budget narrative: | Other document(s) to attach: |
|---|---|---|
| • No indirect cost rate<br>• Charges all costs directly | **Indirect Cost Statement:** Our organization does not have an indirect cost rate and will charge all costs directly. | None. |
| • Is not an individual<br>• Has an indirect cost rate<br>• Has an approved Negotiated Indirect | **Indirect Cost Statement:** We have an approved NICRA covering part/all of the proposed project period. A copy of that NICRA is attached. | Copy of approved NICRA. |

| | | |
|---|---|---|
| Cost Rate Agreement (NICRA) with their Federal cognizant agency covering part/all of the proposed project period | | |
| • Is not an individual<br>• Has an indirect cost rate<br>• Has established a NICRA in the past, but do not have an approved rate covering part/all of the proposed project period<br>• May or may not have recently submitted a new NICRA proposal to cognizant agency. If not, will do so within the required timeframe, in the event an award is made | **Indirect Cost Statement:** Our indirect cost rate is [insert a description of the rate]. We have established a NICRA in the past but it expired. [Insert one of the following statements: "We submitted a new NICRA proposal to our cognizant agency on [insert date]." OR "In the event an award is made we will submit a NICRA proposal to our cognizant agency immediately and no later than 90 calendar days after the award is made". We understand that:<br>• Although the Service may approve a budget that includes an estimate of indirect costs based on our stated rate, that approval will be contingent on our establishing a NICRA.<br>• Recipients without a NICRA are prohibited from charging indirect costs to a Federal award.<br>• Failure to establish a NICRA during the award period will make all costs otherwise allocable as indirect costs under the award unallowable.<br>• We will not be authorized to transfer any unallowable indirect costs to the amount budgeted for direct costs or to satisfy cost-sharing or matching requirements without the prior written approval of the Service.<br>We may not shift unallowable indirect costs to another Federal award unless specifically authorized by legislation. | Copy of most recently expired NICRA and, when applicable, a copy of any NICRA proposal submitted to the cognizant agency that is currently pending approval. |
| • Is not an individual<br>• Has an indirect cost rate<br>• Has never established a NICRA in the past<br>• Will submit a NICRA proposal to cognizant agency within the required timeframe, in the event an award is made | **Indirect Cost Statement:** Our indirect cost rate is [insert a description of the rate]. We have never established a NICRA. In the event an award is made we will submit a NICRA proposal to our cognizant agency immediately and no later than 90 calendar days after the award is made. We understand that:<br>• Although the Service may approve a budget that includes an estimate of indirect costs based on our stated rate, | None at the time of application. In the event an award is made, recipient must submit a copy of their approved NICRA before charging indirect costs to the award. |

| | | |
|---|---|---|
| | that approval will be contingent on our establishing a NICRA.<br>• Recipients without a NICRA are prohibited from charging indirect costs to a Federal award.<br>• Failure to establish a NICRA during the award period will make all costs otherwise allocable as indirect costs under the award unallowable.<br>• We will not be authorized to transfer any unallowable indirect costs to the amount budgeted for direct costs or to satisfy cost-sharing or matching requirements without the prior written approval of the Service.<br>We may not shift unallowable indirect costs to another Federal award unless specifically authorized by legislation. | |
| • Is not an individual, state, local or Federally-recognized Indian tribal government<br>• Has never established a NICRA in the past<br>• Cannot charge all costs directly<br>• Will not be able to meet the requirement to submit a NICRA proposal within 90 calendar days after award, in the event an award is made | **Indirect Cost Statement:** We have never established a NICRA in the past and will not be able to meet the requirement to submit a NICRA proposal to our cognizant agency within 90 calendar days after award, in the event an award is made. In the event an award is made we request as a condition of award to charge a flat indirect cost rate of 10% of modified total direct costs (MTDC). We understand this rate will apply for the life of the award, including any future extensions for time, and that the rate cannot be changed even if we do establish a NICRA at any point during the award period. We understand that MTDC is defined as all salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and subawards and subcontracts up to the first $25,000 of each subaward or subcontract (regardless of the period of performance of the subawards and subcontracts under the award). We understand that MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships,participant support costs and the portion of each subaward and subcontract in excess of $25,000. | None. |

Applicants who are individuals applying for funds separate from a business or non-profit organization he/she may operate are not eligible to charge indirect costs to their award. If you are an individual applying for funding, do not include any indirect costs in your proposed budget.

For more information on indirect cost rates, see the Service's **Indirect Costs and Negotiated Indirect Cost Rate Agreements** guidance document on the Internet at http://www.fws.gov/grants/.

**Negotiating an Indirect Cost Rate with the Department of the Interior**:
For organizations without a NICRA, you must have an open, active Federal award to submit an indirect cost rate proposal to your cognizant agency. The Federal awarding agency that provides the largest amount of direct funding to your organization is your cognizant agency, unless otherwise assigned by the White House Office of Management and Budget (OMB). If the Department of the Interior is your cognizant agency, your indirect cost rate will be negotiated by the Interior Business Center (IBC). For more information, contact the IBC at:

Indirect Cost Services
Acquisition Services Directorate, Interior Business Center
U.S. Department of the Interior
2180 Harvard Street, Suite 430
Sacramento, CA 95815
Phone: 916-566-7111
Email: ics@nbc.gov
Internet address: http://www.aqd.nbc.gov/Services/ICS.aspx

**F. Statements Regarding A-133 Single Audit Reporting:** Following OMB Circular A-133 (http://www.whitehouse.gov/sites/default/files/omb/assets/a133/a133_revised_2007.pdf), all U.S. states, local governments, federally-recognized Indian tribal governments, and non-profit organizations expending $500,000 USD or more in Federal award funds in a fiscal year must submit an A-133 Single Audit report for that year through the Federal Audit Clearinghouse's Internet Data Entry System.

All U.S. state, local government, federally-recognized Indian tribal government and non-profit applicants must provide a statement regarding if your organization was/was not required to submit an A-133 Single Audit report for the organization's most recently closed fiscal year and, if so, state if that report is available on the Federal Audit Clearinghouse Single Audit Database website (http://harvester.census.gov/sac/). Include these statements at the end of the Project Narrative in a section titled "**A-133 Single Audit Reporting Statements**".

**G. Assurances**
Include the appropriate signed and dated Assurances form available online at http://apply07.grants.gov/apply/FormLinks?family=15. Use the **Assurances for Non-Construction Programs (SF 424B)** if the project does not involve construction. Use the **Assurances for Construction Programs (SF 424D)** if the project does involve construction or land acquisition. Signing this form does not mean that all items on the form are applicable. The form contains language that states that some of the assurances may not be applicable to your organization and/or your project or program.

**H. Certification and Disclosure of Lobbying Activities:**
Under Title 31 of the United States Code, Section 1352, an applicant or recipient must not use any federally appropriated funds (both annually appropriated and continuing appropriations) or matching funds under a grant or cooperative agreement award to pay any person for lobbying in connection

with the award. Lobbying is defined as influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress connection with the award. Submission of an application also represents the applicant's certification of the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying. If you/your organization have/has made or agrees to make any payment using non-appropriated funds for lobbying in connection with this project AND the project budget exceeds $100,000, complete and submit the **SF LLL, Disclosure of Lobbying Activities** form. See 43 CFR, Subpart 18.100 for more information on when additional submission of this form is required. Submission of an application also represents the applicant's certification of the statements in 43 CFR Part 18, Appendix A-Certification Regarding Lobbying.

## 2014 Detailed Proposal Template

*Note*: **Limit Detailed Proposal to no more than 10 pages (not including references and appendices)**.
Prepare and submit your proposal in Microsoft Word using Times New Roman and size 11 font.

**Project Number:** Number assigned by fund administrator
**Project Title:** Project Title (Use the following format for titles: Location, Species, Method; Ex: Black River Chinook Salmon Genetic Sample Collection)

**Project Leader or Principal Investigator**: For the Principal Investigator, include name, agency or organization, address, phone number, email (if available), FAX number.

For each co-investigator identify the name, agency or organization.

**List one Category and its corresponding Factor from the R&M Priority List within the Notice of Funding Availability and Application Instructions that best fits the intent of your project.**

**Stock:** Identify the stock or stock group being addressed (specify the unit identified e.g. population, stock grouping, etc.).

***Is this a continuing project or does it require multiple years of funding?*** **Yes / No**
*If so, provide the number of years this project has been funded and/or would need funding.*
*Year ____ of ____.*

**Justification for Project Duration:** Describe the biological, ecological, and/or social reasoning behind your selection of the duration necessary for the project to be completed if it is a multi-year project. *Note* An answer from proponents stating the project will continue until the Panel decides otherwise will not be accepted.*

***Project Period of Performance***: Start (beginning month, year) and End (submission of approved Final Report- month, year). The Start is the date the funding instruments would be completed, signed and work is to begin.

---

## I. INTRODUCTION:

### 1. Introduction:

***Project Relevance**:* Describe in detail why there is a need for your project and why it should receive funding from the R&M fund. The specific issue being addressed must be related to one or more of the following specific needs: developing or refining current management techniques, improving public support/participation in management, filling gaps in knowledge of biology and ecology; or improving aquatic habitat.

***Project Justification**:* Describe how the proposed project will address the priority Factors and Categories listed in the Request for Proposals. To earn a high ranking under this criteria, investigators should clearly describe how the information collected would ultimately be applied to conservation and regulation of Yukon River salmon within the Alaskan portion of the Yukon River Basin.

***Project Goals and Objectives:*** State the long-term goal(s) of the project. List project objectives in the sequence they would be completed. Objectives are the specific steps to be taken to reach the stated goals. State the objectives of the project, which must be specific, measurable, and realistic (attainable within the project's proposed period of performance). If there are multiple investigators, clearly describe which investigator(s) would be responsible for each objective. State the anticipated outcomes and/or benefits of the project.

a. ***Objective 1:***
b. ***Objective 2:***

## II. TECHNICAL IMPLEMENTATION DETAILS:

### 3. Methods and Technical Merit:

To improve clarity, please divide this section into the following subsections that represent different components of the project:

**Project Monitoring and Evaluation:** Detail the monitoring and evaluation plan for the project. Building on the stated project objectives, which must be specific and measurable, identify what you will measure (i.e., quantitative/quantifiable indicators) and how you will measure (i.e., methods, sample size, survey tools). Reference the stated project timetable (i.e., process indicators) and budget information (i.e., input indicators). Identify the products/services to be delivered and how/to whom they will be delivered (i.e., output indictors). Detail the expected direct effect(s) of the project on beneficiaries (i.e., outcome indicators). Include any available questionnaires, surveys, curricula, exams/tests or other assessment tools to be used for project evaluation. Describe the resources and organizational structure available for gathering, analyzing and reporting monitoring and evaluation data. If applicable, describe how project participants and beneficiaries will participate in monitoring and evaluation activities. Describe how findings will be fed back into decision making and project activities throughout the project period.

**Study Area:** List the nearest communities, major watershed and land status (e.g. village or native corporation, state, National Park/Preserve, National Wildlife Refuge, etc.) of project area. Include map of project area. Map should clearly delineate the project area and be large enough to be legible. Label any sites referenced in the project narrative or if **not** applicable to your proposal please mark this is Not Applicable.

a.

b. **Methods**: Provide details (sampling procedures, etc.) on the methods you will use to address each of the objectives listed above. Demonstrate that you have evaluated or established the most appropriate methods to meet your objectives. That is, what have you already done to prepare for this project (i.e. pilot studies, conducted project in previous years)? Descriptions of the methods employed should be detailed enough to enable reviewers to fully assess the technical components of the project. Provide justification and support for the methodology that you will use

c. **Sampling/Statistical Design**: Describe the experimental design, assumptions, required sample size and the reasoning behind your selection of these for the proposed project. If project does not contain a statistical design, explain your analysis and how the results of your project will be used by a partner or an agency. Concisely state how the information from this project will be analyzed once collected.

**Sustainability:** As applicable, describe which project activities will continue beyond the proposed project period, who will continue the work or act on the results achieved, and how and at what level you expect these future activities will be funded or if **not** applicable to your proposal please mark this is Not Applicable.

4. ***Project Operation Schedule***: Provide a date (mm/dd/year) of when each project objective will begin and end.
   a. ***Objective 1***:
   b. ***Objective 2***:

   In addition, please complete the table below with timing of when specific portions of your project will be completed.

| ***Task*** | ***May-June*** | ***July – Aug*** | ***Sept – Oct*** | ***Nov – Dec*** | ***Jan-Feb*** | ***Mar-Apr*** |
|---|---|---|---|---|---|---|
| Project Start | | | | | | |
| Sampling | | | | | | |
| Data Analysis | | | | | | |
| Performance Report | | | | ~ 11/03/14 | | |
| Report Writing | | | | | | |
| Draft Final Report | ~ 6/30/2015 | | | | | |
| Final Report | ~ 8/28/2015 | | | | | |

## III. CAPACITY TO DELIVER

5. **Description of Organization(s) Undertaking the Project**: Provide a brief description of the applicant organization and all cooperating entities and/or individuals. Identify which of the proposed activities each agency, organization, group, or individual is responsible for conducting or managing.
   a. Provide the following information in each description:
      i. Education and training
      ii. Duties of current position
      iii. Experience in duties related to the proposal
      iv. Past work on R&M projects

6. **Partnerships and Capacity Building:** Describe the ways in which this project would develop partnerships and build the capability and expertise of members of the communities this project would be occurring in or near. Describe specific plans to hire and train local residents and the type of skills that would be taught. Summarize how the project would promote interaction among rural residents, agencies and other organizations in information gathering, data analysis, reporting, and information sharing. **Description of Entities Undertaking the Project**: Provide a brief description of the applicant organization and all participating entities and/or individuals. Identify which of the proposed activities each agency, organization, group, or individual is responsible for conducting or managing. Provide complete contact information for the individual within the organization that will oversee/manage the project activities on a day-to-day basis. If eligibility

for funding is based in whole or in part on the qualifications of key personnel, provide for each key person a brief (**1-2 pages**) but descriptive overview of their education, experience and other skills that make them qualified to carry out the proposed project. To prevent unnecessary transmission of Personally Identifiable Information, ***do not include Social Security numbers, the names of family members, or any other personal or sensitive information including marital status, religion or physical characteristics on the description of key personnel qualifications.***

7. ***Required Licenses and Permits:*** Demonstrate that you have considered what permits or licenses you may be required for this study.

## IV. BUDGET

8. **Budget:** Provide an overview of proposed costs for each organization participating in the investigation in the tabular format shown below. Include both direct and indirect costs. U.S. Fish and Wildlife Service (USFWS) programs must not assess indirect costs. Matching funds are non-R&M funds the agency or organization would expend to conduct the project, in-kind contributions (estimated cash value of donated labor, materials, equipment, services, space and other non-cash contributions), and any funds provided through alternative funding sources.

When developing your budget, bear in mind the following:

- Cost Principles: Financial assistance awards and sub-awards are subject to OMB Circulars A-122, Cost Principles for Non-Profit Organizations, A-21, Cost Principles for Educational Institutions, and A-87, Cost Principles for States and Local Governments, as applicable to the recipient organization type. These OMB circulars are available online at http://www.doi.gov/pam/financialassistance/resources/index.html.

- Federally Funded Equipment: Applicants cannot attribute equipment paid for by the U.S. Federal Government under another award as matching or in-kind contributions. Do not include this type of equipment in your budget! Instead, provide a separate list of any equipment paid for by the U.S. Federal Government that will be used for the project, including the name of the Federal agency that paid for the equipment, in your budget narrative.

- Indirect Costs: **A recipient without an established indirect cost rate agreement with a Federal agency may not charge indirect costs to Federal financial assistance awards**. If indirect costs are included on proposed budget, applicant must submit copy of their most recently submitted/approved indirect cost rate agreement proposal. See Bullet 3 under the Guidelines for Preparing a Detailed Proposal - **Required Indirect Cost Statement**, for further requirements regarding Indirect Costs.

| | Money to Federal Agency | Money to State Agency | Money to Alaska Native Organization | Money to Other Organization | **Total Requested from R&M** | Matching Funds |
|---|---|---|---|---|---|---|
| Personnel | | | | | | |
| Fringe Benefits | | | | | | |
| Travel | | | | | | |
| Equipment | | | | | | |
| Supplies | | | | | | |

| | | | | | | |
|---|---|---|---|---|---|---|
| Contractual | | | | | | |
| Construction | | | | | | |
| Indirect Costs | | | | | | |
| **TOTAL** | | | | | | |

** Please use the following equation to calculate Indirect Cost: Direct Cost / (1 X Indirect Rate %)*

9. **Budget Line Item Narrative:** Explain and justify all requested budget items/costs. Detail how the totals listed above and in your SF 424A - Budget Object Class Category - were determined and demonstrate a clear connection between costs and the proposed project activities. For personnel salary costs, include the base-line salary figures and the estimates of time (as percentages) to be directly charged to the project. Describe the source and purpose of all proposed matching funds. Describe any item that under the applicable Federal Cost Principles requires the Service's approval and estimate its cost.
   a. Personnel:
   b. Fringe Benefits:
   c. Travel:
   d. Equipment:
   e. Supplies
   f. Contractual:
   g. Construction:
   h. Indirect Costs:

V. **LITERATURE CITED:** Provide complete citations for published literature referenced in the above sections. If **not** applicable to your proposal please mark this is Not Applicable.